



USAID | NIGERIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062021R10033
ISSUANCE DATE: September 28, 2021
CLOSING DATE/TIME: October 14, 2021

SUBJECT: Solicitation for a Cooperating Country National or Third Country National Personal Service Contractor – USAID Project Management Specialist (Orphans & Vulnerable Children)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Janine Scott
Contracting Officer

U.S. Agency for International Development
C/O American Embassy,
Plot 1075 Diplomatic Drive,
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I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72062021R10033**
- 2. ISSUANCE DATE: September 28, 2021**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: October 14, 2021; 4:30pm Nigerian Time**
- 4. POINT OF CONTACT: EXO/HR, e-mail at abujahr@usaid.gov.**
- 5. POSITION TITLE: USAID Project Management Specialist (Orphans & Vulnerable Children).**
- 6. MARKET VALUE: N15,890,203 to N23,931,775 equivalent to FSN-11; 40 Hours per week** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of United States Mission, Nigeria (Effective August 30, 2020). Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE: Five (5) years renewable, estimated to start o/a December 2021.**
- 8. PLACE OF PERFORMANCE: Abuja, Nigeria.**
- 9. ELIGIBLE OFFERORS: All Interested (Nigerian Citizens and Permanent Residents).**
- 10. SECURITY LEVEL REQUIRED: CCNPSC Clearance.**
- 11. STATEMENT OF DUTIES**
- 12. General Statement of Purpose of the Contract**

The USAID Project Management Specialist (Orphans and Vulnerable Children) (OVC) will work within the HIV/AIDS & TB (HAT) Prevention and Community Programs (PcP) work group providing technical support in the area of OVC. The OVC specialist will work under the direct supervision of the Supervisory Project Management Specialist – Prevention who is the PcP team lead providing essential technical and managerial backstopping. The specialist will work closely with the OVC technical lead to provide technical support for the OVC work group. The specialist will work with other work groups within the HAT team to provide specific OVC technical assistance to the wider epidemic control strategy. The specialist will be responsible for monitoring and evaluating projects that s/he will be assigned to as AOR/COR, working closely with the strategic information work group to monitor and evaluate the OVC portfolio. S/he will also support wider USG/PEPFAR priorities as well as USAID/Nigeria Mission objectives. The job holder is required to perform work-related travel.

1. Statement of Duties to be Performed:

• Program/Project Management

(70%)

- The OVC Specialist will serve as COR/AOR for assigned OVC projects and will be responsible for the day-to-day financial/project management, implementation, evaluation, and monitoring of those projects. The work requires the Specialist to be familiar with PEPFAR guidance, policies, and priorities; it also requires the specialist to be familiar with the HIV/AIDS service-delivery system in Nigeria and how it links to OVC and other community programs. The OVC Specialist will be responsible for contributing to the achievement of pediatric treatment targets while ensuring a robust bidirectional relationship exists between USAID/Nigeria OVC and treatment programs, to include the provision of OVC services to children of key populations (men who have sex with men, sex workers, people who inject drugs, and prisoners). S/he will assist the PcP team lead in organizing oversight and technical assistance trips, per PEPFAR guidance.
- The Specialist will work in cooperation with the Strategic Information (SI) unit to ensure that performance-monitoring systems for OVC programs/Projects are in place, and that periodic, reliable measures and indicators of program/project impact are established. The OVC Specialist will support data management and monitoring of the OVC programs/projects on an ongoing basis and prepare reports of program/project progress for use within the PcP and HIV/AIDS and TB team, wider USG Nigeria team and the USAID Mission. The Specialist tracks progress towards achieving program outputs for the OVC and evaluates and assesses activities as needed. He/she will continually work to enhance the achievement of set targets by reviewing program indicators, and tracking activity implementation progress, identifying programmatic choke points and suggesting course correction strategies.

• Data Management and Use for Decision-Making

(30%)

- The OVC Specialist will assist the PcP team lead to monitor progress towards achieving quarterly and yearly targets. Using the PEPFAR reporting processes and tools and the National OVC Management Information System (NOMIS), the OVC Specialist will work under the leadership of the PcP team lead and in collaboration with relevant HAT office work groups to understand, synthesize, and document important program data and strategic information in written and oral form for a variety of audiences, including but not limited to: senior USG officials in Nigeria and at headquarters; Government of Nigeria representatives; local and global civil society organizations and advocates; scientific conferences/symposiums and other donors and development partners. S/he will assist the PcP team lead in developing papers and materials for relevant conferences, seminars, and workshops.
- Continually works to enhance the achievement of results by periodically reviewing the development context, results indicators, and activity implementation progress, identifying problem areas and suggesting solutions.

2. **Supervisory Relationship:** This position will be supervised by the Supervisory Project Management Specialist – Prevention who is the PcP team lead.

Supervisory Controls: This is a non-supervisory position.

13. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Minimum of Master's degree in child/community development, social works, psychology, public health /epidemiology, social sciences, project management, anthropology or any other related degree is required.
- b. **Prior Work Experience:** Minimum of 5 years of progressive responsibility, professional level experience in OVC project management, public health and other related projects is required. Candidates must have experience in project design, program planning, and/or implementation within the OVC and public health sectors. At least 3 years of recent job experience with USG and other donor agencies or international organizations, which includes project design/project management, performance monitoring, and/or the analysis and interpretation of large data is required.
- c. **Language Proficiency** (List both English and host country language(s) proficiency requirements by level (II, III, IV) and specialization (sp/read): Level IV (Fluent) English speaking and writing ability is required.
- d. **Job Knowledge:** In-depth professional-level knowledge of development principles, concepts, practices, especially as they relate to PEPFAR HIV/AIDS, Orphans and Vulnerable Children (OVC) and TB priorities including treatment focused on OVC programs and other OVC services is required.
- e. **Skills and Abilities:** The ability to plan, organize, manage, and evaluate program/project activities is required. The incumbent must have excellent verbal communication skills, tact, and diplomacy to establish and develop sustainable working relations and high levels of trust with senior-and-middle-level GoN officials, and with public and private organizations. Excellent writing skills are required to prepare regular ad hoc reports, project documentation, and briefing papers. Good analytical ability is needed to interpret public policies, to assist in development of revised policies as required and to develop and monitor the performance of budgets and the development of periodic work plans. Skill in project programming, policies and plans and in the developing strategies for implementation is desired. The ability to work effectively in a Team environment to achieve consensus on policy, program/project, and administrative matters is necessary. The work requires good computer skills to manage Orphans and Vulnerable Children activity goals and achievements, both technical and financial.

EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

EVALUATION FACTORS

Applicants who clearly meet the minimum Education, Experience and basic eligibility requirements will be further evaluated based on scoring of the Evaluation Factors listed below. The highest-ranking applicants may be selected for an interview.

FACTOR #1: Knowledge (As stated above) – 15 points.

FACTOR #2: Skills and Abilities (As stated above) – 10 points.

FACTOR #3: Communication and Language Skills (As stated above) – 5 points.

Interview Performance: 70 points

Total Possible Points: 100 points

SELECTION PROCESS

- (1) After the closing date for the receipt of applications, applications will initially be screened for conformity with the minimum requirements and a short list of applicants developed.
- (2) Following this initial review and short listing, a Technical Evaluation Committee (TEC) will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation factors. Applications from candidates which do not meet the minimum requirements will not be evaluated. As part of the selection process, finalist candidates will be interviewed. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.
- (3) USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.
- (4) Applicants are required to provide three (3) reference persons who are not family members or relatives, with working telephones and email contacts. The references must be able to provide substantive information about applicant's past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the resume.

III. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form AID 309-2. (Offeror Information for Personal Services Contracts with Individuals); or a current resume that provides the same information as AID 309-2 form.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submission must clearly reference the Solicitation number on all offeror submitted documents.

4. All documentation that supports or addresses the requirements listed above (e.g., certificates of education (degree), NYSC certificate/exemption etc.) **MUST** be attached to the application.
5. A type-written and signed application letter specifically applying for this position and addressing the minimum requirements as advertised.

IV. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. RSO Security Questionnaire
3. BI Guide Questionnaire
4. THOR Enrollment Intake Form

V. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
 - a. Health Insurance
 - b. Annual Salary Increase (if applicable)
 - c. Annual and Sick leave
 - d. Annual Bonus
2. ALLOWANCES (as applicable):
 - a. Transportation Allowance
 - b. Meal Allowance
 - c. Miscellaneous Allowance
 - d. Housing Allowance

VI. TAXES

The Mission emphasize to its employees of the fact that they are obliged to observe Nigerian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Nigerian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services

Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .

2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: CCNPSC - Product Service Code: R497 - Accounting Info:	1	LOT	\$ _TBD__	\$_TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs> .
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.
5. **PSC Ombudsman**
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.